

**MINISTRY FOR CULTURAL HERITAGE AND ACTIVITIES AND TOURISM
CENTRAL INSTITUTE FOR CATALOGUING
AND DOCUMENTATION**

AUTHORITY FILES

**AUT - CONTROLLED ARCHIVE OF NAMES: PERSONS AND AGENCIES
BIB - BIBLIOGRAPHY
DSC - ARCHAEOLOGICAL EXCAVATIONS
RCG - ARCHAEOLOGICAL SURVEYS**

VERSION 4.00

**Coordination for cataloguing methods
Maria Letizia Mancinelli**

Scientific coordination

**AUT - Controlled archive of names: persons and agenzie:
Flavia Ferrante, Elena Plances**

BIB – Bibliography: Cinthia Macri, Maria Letizia Mancinelli

DSC – Archaeological: excavations Maria Letizia Mancinelli

RCG - Archaeological surveys: Maria Letizia Mancinelli

DECEMBER 2015

Introduction

In the ICCD standards framework, the authority files serve as a complement to the catalogue sheets, providing norms for the data concerning the entities (authors, bibliographic references) and events (archaeological excavations, archaeological surveys) related to the cultural properties. The authority files function as self-supporting archives for management of certain kinds of knowledge concerning heritage.

The current document presents the data structure for the new “4.00” version of authority files, developed in support of the new 4.00 generation of cataloguing norms. The complete version of the norms is still in preparation. For compilation of certain norms the cataloguer can in refer to the *Normativa trasversale* (Transversal norm) version 4.00 (<http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici>).

One of the aims in developing of the ICCD authority files, particularly the AUT and BIB files, is to achieve flexibility and optimal functionality for cataloguing tasks. This approach accounts for the existence of national and international archives that already offer in-depth information on these areas. Web links to such archives are provided directly in the ICCD authority files (see below, paragraph AC, subfield ACCW).

DATA STRUCTURE: GENERAL INDICATIONS

The organisation or "data structure" of a norm is as a series of **sections**, with each section in turn containing other elements called **fields**. The fields can be **simple fields**, meaning single elements for compilation, or **structured fields**, consisting of a number of **subfields** for compilation. Sections and structured fields are "container" elements, serving to group fields and subfields, and do not in themselves permit data entry. Instead, the data is compiled in the simple fields and subfields.

The table below summarises the elements of the norm, with further information on their properties (definition of length; option of repetition; obligatory or not; type of vocabulary; visibility).¹

Acronym ²			Definition	Property				
				lun. (length)	rip. (repeatability)	obl. (obligation)	voc. (vocabulary)	vis. (visibility)
AA			SECTION	number of characters available (only for simple fields and subfields)	yes	absolute: * depending on context: (*)	closed: C open: A (only for simple fields and subfields)	0 1 (only for simple fields and subfields)
	BBB		Simple field					
	CCC		STRUCTURED FIELD					
		CCCA	Subfield					
		CCCB	Subfield					

- **Length** indicates the maximum number of characters for compilation.

- **Repeatability**, if shown as "yes" indicates that the element can be repeated to record occurrences of similar information. If an element that descends from another element can itself be repeated, this is termed as *sub-repeatability*.

- **Obligation** indicates if is necessary to compile a certain element of the norm, distinguished as *absolutely* obligatory and obligatory *depending on the context*.

Absolute obligation, indicated by the symbol "*", means that *failure to compile the element would result in an invalid catalogue sheet*.

Obligatory depending on context, indicated by the symbol (*), shows that it will be necessary to compile the field only if certain other *optional* fields (related in the structure of the norm) have been compiled.

- The indication of a **vocabulary** shows that a supporting terminological instrument is available for completion of the simple field or subfield. The vocabulary can be closed or open (indicated by a "C" or "A"). The form of the vocabulary can range from a simple to complex lists of terms, up to the level of as structured

¹ The properties of each element of an ICCD norm are defined by a technical-scientific committee formed for the purpose of developing the specific norm.

² Each element of the norm is identified with an acronym, used in particular during procedures for data transfer between different systems.

thesaurus. A *closed vocabulary* consists of a list of defined terms, subject to revision *only* by the ICCD, the national authority for the relative norms. The ICCD provides notice of updates to such vocabularies at the webpage (<http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici>). In compiling the relative element, the individual cataloguer *cannot* insert any term that is not already included in the vocabulary. An *open vocabulary* consists of a list of terms to which the cataloguer can add new entries, while compiling a record sheet. All such proposals of terms arrive at the ICCD during the cataloguing procedure and are subsequently subject to verification by the institute's technical-scientific services. If the term is approved it is included in the published versions of the vocabulary on the ICCD website.

- All the fields and subfields without indication of a vocabulary of syntactical rules permit "free" compilation. The only restriction is on the number of characters (see "length").

- The ICCD provides for appropriate *public access to the catalogue data on the Internet*.³ **For this purpose, each editable element of the norm is assigned a defined visibility level**, depending on the possibility that the field contains data subject to provisions for privacy or security.

For catalogue sheets, three levels of visibility with corresponding "access profiles" are defined:⁴ 1- *low privacy level* ; 2 - medium level; 3 - *high level of privacy*). Given the contents of the Authority Files and their simplified construction (see Introduction), all fields are assigned visibility level 1, meaning the *lowest level of privacy*. (See below for the data structure of the AUT, BIB; DSC and RCG authorities. In each authority sheet, the section AD - ACCESS TO DATA indicates the free access to web consultation.)⁵

The only exception is for the DSC and RCG authority files (Archaeological excavations and Archaeological surveys) where the data on location and geo-referencing are assigned visibility level "0", for reasons of security and protection. This means that the data are not available for public access web.⁶ (See the information on the data structure for the LC and GE sections of the DSC and RDB authority files, below).

³ *SIGECweb* offers a public access web platform, describing the organisation of the catalogue: www.catalogo.beniculturali.it.

⁴ The application of these levels is seen in ICCD "version 4.00" catalogue sheets: <http://www.iccd.beniculturali.it/index.php?it/473/standard-catalografici>.

⁵ As new authority sheets are prepared, the subfield ADSP (for access profile) is automatically indicated as level 1.

⁶ Further information on this aspect of *SIGECweb* is available at <http://www.iccd.beniculturali.it/index.php?it/376/il-sistema>.

AUTHORITY FILE

AUT - CONTROLLED ARCHIVE OF NAMES: *PERSONS AND AGENCIES* version 4.00

DATA STRUCTURE:

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
CD			CODES			*		
	TSK		Sheet type	4		*	C	1
	LIR		Level	1		*	C	1
			ICCD identifying code	8			code assigned by ICCD	1
	ESC		Cataloguing agency	25		*	code assigned by ICCD	1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AC			OTHER CODES					
	ACC		Other authority code		Yes			
		ACCE	Agency/person responsible	250		(*)		1
		ACCC	Identifying code	150		(*)		1
		ACCP	Reference project	250				1
		ACCS	Note	2000				1
		ACCW	Web address	500				1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AU			UNIFORM HEADING			*		
	AUT		HEADING			*		
		AUTN	Name used by person or agency	250		*		1
		AUTH	Identifying code	8		*		1
		AUTP	Type of ownership	2		*	C	1
		AUTE	Sex	1			C	1
		AUTA	Chronological information	100		*		1
		AUTQ	Qualification	100	Yes		A	1
		AUTF	Nationality/geographic area	100				1
		AUTU	Cultural reference	250	Yes		A	1
	AUV		Name variations	250	Yes			1
	NSC		Historical-critical information	5000				1

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
DO				DOCUMENTATION					
	BIB			BIBLIOGRAPHY		Yes			
		BIBR		Abbreviation	100				1
		BIBM		Complete bibliographic reference	1000		(*)		1
		BIBN		Note	2000				1

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AD				DATA ACCESS			*		
	ADS			DETAILS OF DATA ACCESS			*		
		ADSP		Access profile	1		*	C	1
		ADSM		Reason	250		*	C	1

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
CM				DATA CERTIFICATION AND MANAGEMENT			*		
	CMP			SCIENTIFIC VERIFICATION AND EDITING			*		
		CMPD		Year compiled	4		*		1
		CMPN		Responsible for research and compilation	250	Yes	*		1
	RSR			Representative for scientific verification	250	Yes			1
	FUR			Staff person responsible	250	Yes	*		1

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AN				NOTES					
	OSS			Observations	5000				1

AUTHORITY FILE

BIB - BIBLIOGRAPHY Version 4.00

DATA STRUCTURE:

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
CD			CODES			*		
	TSK		Sheet type	4		*	C	1
	LIR		Level	1		*	C	1
	NCU		ICCD identifying code	8			code assigned by ICCD	1
	ESC		Cataloguing agency	25		*	code assigned by ICCD	1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AC			OTHER CODES					
	ACC		Other authority code		Yes			
		ACCE	Agency/person responsible	250		(*)		1
		ACCC	Identifying code	150		(*)		1
		ACCP	Reference project	250				1
		ACCS	Note	2000				1
		ACCW	Web address	500				1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
BI			BIBLIOGRAPHY			*		
	BIB		BIBLIOGRAPHY			*		
		BIBR	Abbreviation	100				1
		BIBH	Identifying code	8		*		1
		BIBF	Type	100		*	A	1
		BIBM	Complete bibliographic reference	1000		*		1
		BIBW	Web address (URL)	500				1
		BIBY	Copyright management	1000				1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AD			DATA ACCESS			*		
	ADS		DETAILS OF DATA ACCESS			*		
		ADSP	Access profile	1		*	C	1
		ADSM	Reason	250		*	C	1

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
CM				DATA CERTIFICATION AND MANAGEMENT			*		
	CMP			SCIENTIFIC VERIFICATION AND EDITING			*		
		CMPD		Year compiled	4		*		1
		CMPN		Responsible for research and compilation	250	Yes	*		1
	RSR			Representative for scientific verification	250	Yes			1
	FUR			Staff person responsible	250	Yes	*		1

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AN				NOTES					
	OSS			Observations	5000				1

AUTHORITY FILE

DSC - ARCHEOLOGICAL EXCAVATIONS *Version 4.00*

DATA STRUCTURE:

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
CD				CODES			*		
	TSK			Sheet type	4		*	C	1
	LIR			Level	1		*	C	1
	NCU			ICCD identifying code	8			code assigned by ICCD	1
	ESC			Cataloguing agency	25		*	code assigned by ICCD	1

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AC				OTHER CODES					
	ACC			Other authority code		Yes			
		ACCE		Agency/person responsible	250		(*)		1
		ACCC		Identifying code	150		(*)		1
		ACCP		Reference project	250				1
		ACCS		Note	2000				1
		ACCW		Web address	500				1

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
DS				ARCHAEOLOGICAL EXCAVATION			*		
	DSC			ARCHAEOLOGICAL EXCAVATION			*		
		DSCV		Name of excavation	250		*		1
		DSCH		Identifying code	8		*		1
		DSCN		Other name	250	Yes			1
		DSCD		Chronological reference	100		*		1
		DSCO		Regime di conduzione	250				1
		DSCT		Reason	100			A	1
		DSCM		Method	100			A	1
		DSCF		Agency responsible	250	Yes			1
		DSCR		Financing/sponsoring agency	250	Yes			1
		DSCA		Scientist responsible	250	Yes			1
	NSC			Historical-critical information	5000				1

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
LC				GEOGRAPHIC- ADMINISTRATIVE LOCATION			*		
	PVC			LOCATION			*		
		PVCS		Nation	100		*	C	1
		PVCR		Region	25		*	C	1
		PVCP		Province	2		*	C	1
		PVCC		Municipality	100		*	C	1
		PVCL		Locality	100			C	0
		PVCE		Foreign location	500				0
		PVCI		Address	250				0
		PVCV		Other paths/details	2000				0
	PVL			Other place name	250	Yes			0
	PVZ			Type of context	100			C	1

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
GE				GEO-REFERENCING					
	GEL			Type of location	100		(*)	C	1
	GET			Type of geo-referencing	100		(*)	C	1
	GEP			Reference system	50		(*)	C	1
	GEC			COORDINATES		Yes	(*)		
		GECX		x coordinate	12		(*)		0
		GECY		y coordinate	12		(*)		0
		GECZ		z Coordinate	12				0
		GECS		Note	2000				0
	GPT			Geo-referencing technique	100		(*)	C	1
	GPM			Positioning method	100		(*)	C	1
	GPB			MAP BASE					
		GPBB		Summary description	500		(*)		1
		GPBT		Date	50				1
		GPBU		Web address (URL)	1000				0
		GPBO		Note	2000				0

Acronym				Definition	LUN.	RIP.	OBB.	VOC.	VIS.
DO				DOCUMENTATION					
	BIB			BIBLIOGRAPHY		Yes			
		BIBR		Abbreviation	100				1
		BIBM		Complete bibliographic reference	1000		(*)		1
		BIBN		Note	2000				1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AD			DATA ACCESS			*		
	ADS		DETAILS OF DATA ACCESS			*		
		ADSP	Access profile	1		*	C	1
		ADSM	Reason	250		*	C	1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
CM			DATA CERTIFICATION AND MANAGEMENT			*		
	CMP		SCIENTIFIC VERIFICATION AND EDITING			*		
		CMPD	Year compiled	4		*		1
		CMPN	Responsible for research and compilation	250	Yes	*		1
	RSR		Representative for scientific verification	250	Yes			1
	FUR		Staff person responsible	250	Yes	*		1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AN			NOTES					
	OSS		Observations	5000				1

AUTHORITY FILE

RCG - ARCHAEOLOGICAL SURVEYS Version 4.00

DATA STRUCTURE:

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
CD			CODES			*		
	TSK		Sheet type	4		*	C	1
	LIR		Level	1		*	C	1
	NCU		ICCD identifying code	8			code assigned by ICCD	1
	ESC		Cataloguing agency	25		*	code assigned by ICCD	1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AC			OTHER CODES					
	ACC		Other authority code		Yes			
		ACCE	Agency/person responsible	250		(*)		1
		ACCC	Identifying code	150		(*)		1
		ACCP	Reference project	250				1
		ACCS	Note	2000				1
		ACCW	Web address	500				1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
RG			ARCHAEOLOGICAL SURVEY			*		
	RCG		ARCHAEOLOGICAL SURVEY			*		
		RCGV	Name of survey	250		*		1
		RCGH	Identifying code	8		*		1
		RCGD	Chronological reference	100		*		1
		RCGE	Reason	100			A	1
		RCGM	Method	100			A	1
		RCGR	Agency responsible	250	Yes			1
		RCGF	Financing/sponsoring agency	250	Yes			1
		RCGA	Scientist responsible	250	Yes			1
	NSC		Historical-critical information	5000				1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
LC			GEOGRAPHIC LOCATION - ADMINISTRATIVE			*		
	PVC		LOCATION			*		
		PVCS	Nation	100		*	C	1
		PVCR	Region	25		*	C	1
		PVCP	Province	2		*	C	1
		PVCC	Municipality	100		*	C	1
		PVCL	Locality	100			C	0
		PVCE	Foreign location	500				0
		PVCI	Address	250				0
		PVCV	Other paths/details	2000				0
	PVL		Other place name	250	Yes			0
	PVZ		Type of context	100			C	1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
GE			GEO-REFERENCING					
	GEL		Type of location	100		(*)	C	1
	GET		Type of geo-referencing	100		(*)	C	1
	GEP		Reference system	50		(*)	C	1
	GEC		COORDINATES		Yes	(*)		
		GECX	x coordinate	12		(*)		0
		GECY	y coordinate	12		(*)		0
		GECZ	z Coordinate	12				0
		GECS	Note	2000				0
	GPT		Geo-referencing technique	100		(*)	C	1
	GPM		Positioning method	100		(*)	C	1
	GPB		MAP BASE					
		GPBB	Summary description	500		(*)		1
		GPBT	Date	50				1
		GPBU	Web address (URL)	1000				0
		GPBO	Note	2000				0

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
DO			DOCUMENTATION					
	BIB		BIBLIOGRAPHY		Yes			
		BIBR	Abbreviation	100				1
		BIBM	Complete bibliographic reference	1000		(*)		1
		BIBN	Note	2000				1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
CM			DATA CERTIFICATION AND MANAGEMENT			*		
	CMP		SCIENTIFIC VERIFICATION AND EDITING			*		
		CMPD	Year compiled	4		*		1
		CMPN	Responsible for research and compilation	250	Yes	*		1
	RSR		Representative for scientific verification	250	Yes			1
	FUR		Staff person responsible	250	Yes	*		1

Acronym			Definition	LUN.	RIP.	OBB.	VOC.	VIS.
AN			NOTES					
	OSS		Observations	5000				1